

Interagency Committee of State Employed Women (ICSEW)

Committee Policies and Procedures

1.06 Supply and Asset Management

Date of Original Issue: August 17,
2004

Date Modified: None

PURPOSE

This policy and procedure is to define the recording and tracking of committee supplies and assets.

INTENT

The intent of this policy is to establish a process for identifying and tracking supplies and assets of the ICSEW.

SCOPE

This policy applies to all supplies and assets purchased with ICSEW funds.

POLICY

The ICSEW shall account for all supplies and assets purchased with ICSEW funds for the ICSEW.

PROCEDURE

1. The ICSEW Treasurer will keep a list of expensive supplies (over \$25 value) and all assets owned by the ICSEW ([Appendix A](#)). Quickly used supplies will not be listed, e.g., pens, post-its, tape, etc, as this is not meant to be an inventory maintenance process.
2. The list of supplies and assets will include the committee member responsible for the articles with name and phone number.
3. Committee members responsible for articles will report their location and quantity to the ICSEW Treasurer as significant changes occur.
4. A copy of the receipt for newly purchased items shall be submitted to the Treasurer for inclusion to the Supply and Asset list.
5. Donated items will be reported to the Treasure for inclusion to the Supply and Asset list.
6. In July of each year the ICSEW Treasurer will contact each committee member indicated as being responsible for a supply or asset of the ICSEW to determine the current location, quantity, and

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status of each item and sign an official list for recording with the ICSEW books.

7. If there is a change in Treasurer, the outgoing and incoming treasurers must review the supply and asset list together to determine the accuracy. The incoming Treasurer will sign and record the current list of supplies and assets with the ICSEW books.
8. The ICSEW Treasurer will update the list of supplies and assets quarterly to make sure accurate information is available for review at any time.

RELEVANT LAW AND OTHER RESOURCES

Board Approved:
7/19/2004

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